



CHARTER

Washington DC 20201

**ADVISORY COMMITTEE ON INTERDISCIPLINARY,
COMMUNITY-BASED LINKAGES**

Authority

The Advisory Committee on Interdisciplinary, Community-Based Linkages (Advisory Committee) is required by Title VII, Part D, section 757 (42 U.S.C. 294f) of the Public Health Service (PHS) Act. The Advisory Committee is governed by provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C. App), as amended, which sets forth standards for the formation and use of advisory committees.

Objectives and Scope of Activities

The Advisory Committee provides advice and recommendations on policy and program development to the Secretary of the Department of Health and Human Services (Secretary) concerning the activities under Title VII, Part D of the PHS Act, and is responsible for submitting an annual report to the Secretary and Congress describing the activities of the Committee, including findings and recommendations made by the Committee concerning the activities under Part D of Title VII. In addition, the Advisory Committee develops, publishes, and implements performance measures and longitudinal evaluations, as well as recommends appropriation levels for programs under this part.

Description of Duties

The Advisory Committee shall:

- (1) provide advice and recommendations to the Secretary concerning policy and program development and other matters of significance concerning activities under Title VII, Part D of the PHS Act;
- (2) prepare and submit to the Secretary; the Committee on Health, Education, Labor and Pensions of the Senate; and the Committee on Energy and Commerce of the House of Representatives; an annual report describing the activities of the Advisory Committee, including findings and recommendations made by the Advisory Committee concerning activities under Title VII, Part D of the PHS Act;
- (3) develop, publish, and implement performance measures for programs under this part;
- (4) develop and publish guidelines for longitudinal evaluations (as described in PHS Act section 761(d)(2) (42 U.S.C. 294n(d)(2)) for programs under this part; and
- (5) recommend appropriation levels for programs under this part.

Agency or Official to Whom the Committee Reports

The Advisory Committee provides advice and recommendations to the Secretary. The Advisory Committee prepares and submits annual reports to the Secretary; the Committee on Health, Education, Labor and Pensions of the Senate; and the Committee on Energy and Commerce of

the House of Representatives.

Support

Management and support service are provided by the Bureau of Health Workforce of the Health Resources and Services Administration.

Estimated Annual Operating Cost Estimates and Staff Years

The estimated annual cost for operating the Advisory Committee, including compensation and travel expenses for members but excluding staff support is \$75,303. Estimated staff support required is 1.72 FTE years at an estimated annual cost of \$254,132.

Designated Federal Officer

A full-time or permanent part-time Federal employee, appointed in accordance with Agency procedure, will serve as the Designated Federal Official (DFO) (or designee) and ensures that all procedures are within applicable statutory, regulatory, and HHS General Administration Manual directives. The DFO (or designee) approves and prepares all meeting agendas, calls all Advisory Committee or subcommittee meetings, attends all Advisory Committee meetings, adjourns any meeting when the DFO (or designee) determines adjournment to be in the public interest, and chairs meetings when directed to do so by the Secretary.

Estimated Number and Frequency of Meetings

The Advisory Committee shall meet not less than 3 times each fiscal year. Each meeting must be called or approved by the DFO. Such meetings shall be held jointly with other related entities established under Title VII of the PHS Act, where appropriate.

Meetings shall be open to the public except as determined otherwise by the Secretary or designee in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act of 1972 (5 U.S.C. App). Notice of all meetings shall be given to the public. Meetings shall be conducted, and records of the proceedings kept, as required by applicable laws and departmental regulations.

Duration

Continuing.

Termination

Unless renewed by appropriate action prior to its expiration, the Advisory Committee will terminate 2 years from the date the Charter is filed.

Membership and Designation

The Advisory Committee consists of sixteen (16) members appointed by the Secretary for a term of 3 years. The Secretary shall appoint the members from among individuals who are health professionals from schools of the types described in PHS Act sections 751(b)(1)(A), 753(b), and 755(b).

In making such appointments, the Secretary shall ensure a fair balance between the health professions, that at least 75 percent of the members of the Advisory Committee are health

professionals, a broad geographic representation of members and a balance between urban and rural members. The Secretary shall also ensure the adequate representation of women and minorities. Members shall be appointed based on their competence, interest, and knowledge of the mission of the profession involved. Members are appointed as Special Government Employees. A quorum is a majority of the members who have been appointed to the Advisory Committee. A vacancy on the Advisory Committee shall be filled in the manner in which the original appointment was made and shall be subject to any conditions which applied with respect to the original appointment. An individual chosen to fill a vacancy shall be appointed for the unexpired term of the member replaced.

Subcommittees

Standing and ad hoc subcommittees, composed of members of the parent committee, may be established with the approval of the Secretary or designee to perform specific functions within the Advisory Committee's jurisdiction. Subcommittees must report back to the parent Advisory Committee, and do not provide advice or work products directly to the Department or HRSA. The Department's Committee Management Officer will be notified upon the establishment of each subcommittee and will be provided information on the subcommittee's name, membership, function, and estimated frequency of meetings.

Recordkeeping

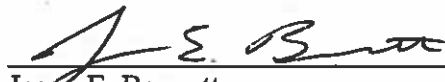
Records of the Advisory Committee, formally and informally established subcommittees, or other subgroups of the Advisory Committee, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

Filing Date

March 24, 2017

APPROVED:

3/24/17
Date



Jason E. Bennett
Director, Division of the Executive Secretariat